

Hurworth School Transition Policy

Accepted by: Board of Directors

Lead Reviewer: Raising Achievement Coordinator (Year 7)

Review Cycle: 1 Year

Last reviewed: Interim review January 2021

Date for next review: January 2022

The aim of the transition programme is to improve the continuity and progression for all Hurworth School pupils as they make the transition from Primary to Secondary School.

Context

We believe that we have long established links with all our primary feeder schools. We have in recent years focussed attention on developing a smooth social and academic transition with an aim of removing any pre-existing or anticipated barriers to learning whilst developing a curriculum that builds upon progress made at Key Stage 2.

Responsibilities

The **Board of Directors** should ensure that Head of School has planned for an effective Transition Programme to be implemented.

The **Head of School** will ensure there is an effective Transition Programme. Day to day responsibility for this programme will be delegated to the Raising Achievement Co-ordinator Year 7.

The **Raising Achievement Co-ordinator Year 7** with responsibility for transition will:

- Coordinate and manage transition activities
- Coordinate cross curricular ventures
- Gather, analyse and distribute student data
- Develop in cooperation with Key Personnel in Key stage 2 and 3 effective transition plans for nominated individuals and groups.
- Liaise with parents, carers, other professionals over matters of transition both individual and group as appropriate

The **SENCO** will arrange and manage the co-ordination of transition activities specific to the needs of those students on the SEND register and those who are perceived to be vulnerable at transition.

The **ASD provision manager** will arrange and manage the co-ordination of transition activities to the needs of those students who have been diagnosed as being on the Autistic Spectrum.

The **School Manager** in conjunction with the LA will arrange for the electronic transfer of pupil data from primary to secondary during the summer term of Year 6.

Procedure

Central to the transition procedures of Hurworth School is the communication of Information about Hurworth School, its core offer and its support to students in the transition process. (See Appendix)

Transition Programmes of Study

Academic success and continuity of progression is vital to the transition process. Cross curricular transition modules have therefore been established across the curriculum and delivered in such a way to ensure that primary school pupils become familiar and comfortable with not only the subject matter that is to be delivered at Secondary school but also the method of delivery and the expectations of secondary staff in the completion of such tasks. Departments are actively engaged in the transition process with inter-departmental and cross-departmental collaboration between feeder schools and Hurworth School common place.

Transition Days

In June of Year 6, two Transition Days are organised for pupils to experience “life” at Hurworth School. Transport is organised for primary schools with larger cohorts who are not within walking distance of Hurworth and during the two days pupils follow a planned series of lessons and meet with their Form Tutors and other pupils in their new Tutor groups. We also aim to gather biometric thumb prints and photographs of the children to aid with setting up lunch accounts and administration procedures before the new term.

Year 8 Peer Mentors complete training beforehand and are then linked to each tutor group to support throughout the transition days and during breaks and lunchtimes at the beginning of the new term in September.

The Transition Days are followed by an informal Open Evening whereby parents are encouraged to accompany their children for a tour of the site, meet with key staff and purchase uniform.

Primary Liaison Visits

Vital to the induction and transition process is the sharing of information about individuals and groups. The Raising Achievement Coordinator will organise a number of visits to all the primary feeder schools with a view to constructing pen portraits of each new student that can be shared with all Hurworth School teaching and support staff to ensure that correct provision is made for the individual during transition and on entry to Comprehensive School.

During the INSET day at the start of September this information is shared with the whole of Hurworth staff verbally and staff referred to Pen Portraits which are stored on the school's ICT systems.

Prior Attainment Data

Pupils at Hurworth are set according to academic ability on entry to the school. We use all performance indicators available to decide upon the set of each child including Teacher Assessment. In addition, on entry in September reading and spelling ages are gathered.

Setting arrangements are reviewed at the end of the first term in Year 7 and then subsequently at the end of each term as the pupil's progress throughout Key Stage 3.

Pupils with Special Educational Needs and Disabilities are identified and relevant support is allocated.

Review and Evaluation

It is essential that strategies for transition are reviewed and evaluated. This occurs on an annual basis in the form of a student survey issued to all Year 7 about their experience of transition to Hurworth School.

COVID -19 Advice and Guidance

Due to the pandemic situation the contact with primary schools and transition arrangements for students are subject to change. Schools and parents will be contacted with information as required. Please see the COVID -19 advice on the school's website at www.hurworthschool.org.uk for updates throughout the year.

Appendix

Transition timetable

Autumn – Winter Term

- Parents Evening for all new Year 7 students on the first evening of the new term.
- Interschool sporting events
- Online transition information available (Current)
- Open evening for prospective pupils (Year 6) and their parents (September)
- Letter/card to primary school from current Year 7 pupils about their first term (October/November)
- Contact made with SEN / ASD pupils to organise case specific transition (throughout Year 6)
- Peer Mentors chosen and trained (September)
- Parents open evening for Year 7 at Hurworth

Spring – Summer Term

- Initial contact made to parents and pupils who have allocated place (March)
- Transition Video (May-July)
- Further contact made through Year 6 teachers informing parents of new contacts (March / April)
- Getting to know you visit by Raising Achievement Co-Ordinator (April – June)
- Drop in Sessions to Primary Schools (May-July)
- Outreach Q&A session with Year 6 pupils to include peer mentors (April – June)
- Social information gathered on students (April – June)
- Academic information gathered on students (April – June)
- Transition newsletter (X2) (April & May)
- Subject Department transition lessons delivered (April – June)
- SEN / ASD visits organised and social / academic information gathered (throughout Year 6)
- LA transition days (June)